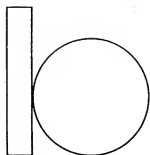


BRANDON SYSTEMS INSTITUTE

1611 North Kent Street
Arlington, Virginia 22209



A Division of BRANDON APPLIED SYSTEMS, INC.

BULK MAILING
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NO. 40616
Washington, D. C.

New York, N.Y.

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New York, N.Y.

February 17-21

BASIC BUSINESS SYSTEMS ANALYSIS

A five day course on fundamentals of computer systems analysis for the novice analyst with programming experience.

MR. TED NELSON
SYS. CONS.
BOX 32
SCHOOLEYS MTN NJ 07670
B

BASIC BUSINESS SYSTEMS ANALYSIS

An intensive, five-day course for experienced programmers prepared to advance to systems analysis, and for junior systems analysts who can benefit from formal training. The course covers the methods and techniques of non-scientific systems analysis as practiced in business, industry and government. This training is intended to provide the student with a clear understanding of the systems analysis discipline, and instruction in a defined body of methods and techniques.

COURSE OBJECTIVE: Instruction in the fundamentals of the systems analysis discipline, presented as an organized body of techniques. Lecture and discussion periods are at a level intended for experienced programmers and junior systems analysts. Directed toward commercial (non-scientific) applications.

COURSE OUTLINE

MONDAY

Introduction

- Objectives
- Organization

Scope of the Course

- Types of Information Systems
- Components of the System
- The Systems Development Process

The Systems Survey

- Functions
- Judgment Factors
- Survey Tasks
- Implementation Planning and Scheduling
- Presentation of Survey Results
- Alternatives to the Systems Survey
- Equipment Evaluation and Selection

PRINCIPAL INSTRUCTORS

Max Gray, Vice President—Professional Services
Brandon Applied Systems, Inc.

Mr. Gray is a specialist in installation management. His areas of concentration include the development of methods and performance standards, evaluation of installation performance, evaluation and selection of equipment, and designing and implementation of data processing applications. During ten years in data processing, Mr. Gray's practical experience has encompassed the administration of complex planning and development projects, supervision of programming and operating personnel, and organization of managerial and technical training programs.

A. M. O'Reilly, Manager, Washington Office
Brandon Applied Systems, Inc.

Mr. O'Reilly is a specialist in data processing management. He has concentrated in areas of organization planning, preparation of equipment specifications, evaluation and selection of equipment, implementation of methods and standards for programming and systems staffs, long-term budgetary planning, and design and implementation of data processing applications. His background includes supervision of programmers, systems analysts, operating personnel and technical staffs.

Edwin E. Klein
Director of Technical Services (New York)
Brandon Applied Systems, Inc.

In his eight years in data processing, Mr. Klein has served as systems director, senior consultant, and data processing instructor. He has supervised programming, systems analysis, and consulting groups; and the implementation of commercial batch-processing and random access systems. He has performed data processing audits of installations, including organizational and systems assessments and acted as advisor to management for data processing activities.

TUESDAY

Data Gathering and Data Analysis Techniques

- Objectives
- Interview Techniques
- Data Recording and Correlation Techniques
- Tabular Techniques for Organizing and Analyzing Data
- Sampling Techniques

WEDNESDAY

Data Base Organization and Design

- File Structure
- File Dynamics and Access
- Characteristics of Data
- Equipment Considerations
- Security Validation and Control

THURSDAY

Organization and Design of Systems Processes and Procedures

- Methods for Segmenting the System
- Criteria for Design—The Process Profile
- Input-Output Management Systems
- Equipment Considerations

FRIDAY

Systems Testing and Conversion

- Systems Test Planning
- System Test Control and Validation
- Conversion Planning
- User and Operations Training
- Installation
- Post-Installation Evaluation

Systems Maintenance

- Justification Analysis of Requirements
- Planning the Modifications
- Implementation and Validation
- Installation and Evaluation

Documentation

- Types and Functions
- Organization and Responsibility for Documentation
- Library Control and Maintenance of Documentation

REGISTRATION AND FEES: Registrations are accepted by mail or telephone at both the Washington, D. C. and New York offices. The registration fee is \$400, including course materials and luncheons.

Because there is normally a waiting list of those wishing to attend each course offering, there is a \$35 charge for cancellation . . . unless the cancellation is received in writing one week in advance of the course offering.

SEMINAR LOCATIONS

New York: The Hotel St. Moritz is holding a block of rooms for student registration. Rates are \$14-to-\$21 for single rooms. The hotel is at 50 Central Park South, New York, N.Y., (212) PLaza 5-5800.

Washington: The Marriott Key Bridge Motor Hotel is holding a block of rooms for student registration. The rates are \$18.00 per night for a single room and \$24.00 for a twin bedded room. The hotel is located at Key Bridge in Rosslyn, Virginia. (202) 524-6400.

Chicago: The Water Tower Hyatt House is holding a block of rooms for student registration. Rates are \$22.00 per night for singles and \$28.00 per night for a twin bed room. The hotel is located at 800 N. Michigan Avenue, Chicago, Illinois 60611 (312) 943-5600.

BRANDON SYSTEMS INSTITUTE is the training division of BRANDON APPLIED SYSTEMS, INC., the international data processing consulting firm. Instructors for all courses are drawn from the staff of BRANDON APPLIED SYSTEMS, INC., and are senior consultants active in the subject they are teaching.

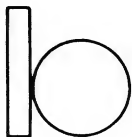
For an outline of other courses in the current program, write:

BRANDON SYSTEMS INSTITUTE

1611 North Kent Street
Arlington, Virginia 22209
Tel.: (703) 525-2620

30 East 42nd Street
New York, New York 10017
Tel.: (212) 986-1518

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register me for:

- ☐ New York, N.Y.
January 13-17
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February 3-7
- ☐ New York, N.Y.
February 17-21

**BASIC
BUSINESS
SYSTEMS
ANALYSIS**

Name: _____

Title: _____

Firm: _____

Street: _____

City: _____ **State:** _____

Phone: _____ **Zip:** _____

ADDITIONAL STUDENTS:

Name: _____

Title: _____

Name: _____

Title: _____

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☐ **Bill My Company**

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**ABOUT THE
BRANDON ORGANIZATION—
where EDP training is a
natural outgrowth.**

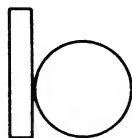
Brandon Applied Systems, Inc. is an international technical management consulting firm specializing in information and data processing systems. The company, founded in early 1964 by a group of long-experienced data processing professionals, offers a wide range of service, including: ***management audit, feasibility studies, planning and implementation, standards development and implementation, systems design and programming, technical writing, market and product planning . . . and training.***

Training emerged early as a much-in-demand service when clients recognized that instruction of personnel was a particularly effective part of a Brandon Applied Systems consulting contract. The development of private, in-company courses soon led to a widely accepted group of publicly available courses designed to bring about more effective management and control of computer installations. In 1966 Brandon Systems Institute was formally organized as the training division of the Company. The Institute courses, conducted throughout the year and at several different cities, offer instruction from those senior consultants of the Company who are continually active in the subjects they teach.

Brandon/Systems Press, the publishing division of the Company, produces texts, reference books, special materials and, in cooperation with Moody's Investors Service, Inc., publishes the "Computer Industry Survey," a continuous analysis of the technical and financial aspects of the industry.

In addition to its headquarters and publishing division in New York City, the Company maintains offices in Washington, Princeton, Chicago, and London, England, and has affiliates in Scandinavia and Australia.

For additional information about the services of Brandon Applied Systems, Inc., contact any of the offices listed.



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**BASIC
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SYSTEMS
ANALYSIS**

Name: _____

Title: _____

Firm: _____

Street: _____

City: _____ **State:** _____

Phone: _____ **Zip:** _____

ADDITIONAL STUDENTS:

Name: _____

Title: _____

Name: _____

Title: _____

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